Module 4.7: Summary and Takeaways

Video Transcript - Using Small Blocks of Time Productive

One trick to balancing work and study is taking advantage of small blocks of time to get things done.

In this video, you will consider the small blocks of time in your schedule and identify strategies to increase your productivity during these moments in your day.

Often, we think we need to have a lot of time available for study, or we think that we can only study at home or in the library. By adjusting your thinking, you'll be able to open additional productive learning time.

- **Do you commute by transit?** Though it wouldn't be ideal to try to master detailed or complicated reading material on the bus, perhaps you can do some initial scanning or skimming while in transit, to prepare yourself for class or deeper reading later.
- **Consider creating flash cards for material that you need to learn.** You can take a set of flash cards with you and work whenever a few minutes become available. If you use one of the many flash card or self-testing apps available on your phone, you'll be able to easily pull out your phone and make use of those small blocks of time.
- **Self-testing is one of the most effective ways to learn.** Create a list of study questions for your course. Pull out the list when you have time available and review a few questions. Keep track of those you answer correctly, and those you need to study more.
- **Does your course include access to online videos that explain and review key concepts?** Watch a video or two to review, or to improve your understanding of a key course idea.
- **Some courses also include access to online self-study questions.** Try answering a few review questions in your spare moments. These online quizzes usually provide immediate feedback on what you understand, and what you should study further.
- **Do you like to learn by listening?** Make an audio recording of the important points you want to remember and listen while you commute or exercise. Maybe audio books are for you – are any of your course materials available in this format?